

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
REGULAR SESSION**

DATE: March 28, 2005

TIME: 4:00 p.m.

LOCATION: Central Library  
Board Room – Third Floor  
315 South Rose Street  
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:00 p.m.

**PRELIMINARY BUSINESS**

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Lisa Godfrey and James VanderRoest.  
Absent: Robert Brown, Amy DeShon, Loren Dykstra

Approval of Agenda: The agenda was approved as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

**A. Municipal Employee Retirement System (MERS) Resolution**

**Recommendation:** Director Rohrbaugh recommended board approval of a MERS resolution.

Executive  
Summary:

Our MERS Plan Document requires that the purchase of service credit by employee members be approved by resolution of the board. The document is a request and actuarial cost estimate for the purchase of 5 additional years by Jill Andersen. It has been reviewed by the Finance & Budget Committee and is recommended for adoption of the resolution to allow the service credit purchase.

**MOTION:** **J. VANDERROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO ADOPT THE RESOLUTION ALLOWING MS. ANDERSEN TO PURCHASE MERS SERVICE CREDIT AS RECOMMENDED.**

Discussion: In answer to a question from Donald Brown about whether this arrangement represents a financial obligation on the part of the library, Ms. Schiller explained the original resolution approved by the board to participate in the MERS retirement system makes it clear there is no additional financial obligation on KPL's part when an individual purchases additional credit.

**Roll Call Vote:** **J. VanderRoest – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.**



**Motion carried 4-0.**

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the February 28, 2005 Regular Meeting  
B. Personnel Items – no items

Disposition: The board accepted the Minutes of the Meeting of February 28, 2005 as presented.

#### **IV. FINANCIAL REPORTS**

##### **A. Financial Reports for the Period Ending February 28, 2005**

**Recommendation:** **Director Rohrbaugh recommended the board accept the Financial Reports for the Period Ending February 28, 2005.**

Executive  
Summary:

The Director highlighted several items in the financial reports including recent tax receipts, pooled cash transferred to debt service, current state of taxes receivable, and that we are on target with expenditures at the end of February 62.1% complete.

**MOTION: C. ADDISON MOVED AND D. BROWN SUPPORTED ACCEPTMANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2005 AS RECOMMENDED.**



**Motion carried 4-0.**

#### **V. REPORTS AND RECOMMENDATIONS**

##### **A. Meeting Date Change**

**Recommendation:** **Director Rohrbaugh recommended the June board meeting be rescheduled from June 27 to June 20, 2005.**

Executive  
Summary:

The director and deputy director would like to attend the American Library Association conference; it conflicts with the meeting scheduled for June 27. Budget approval timing can still be accommodated if the meeting is moved to June 20.



**Motion carried 4-0.**

##### **B. Revised Budgets for 2004/2005**

**Recommendation:** **Ms. Rohrbaugh recommended the board approve the following revised close estimate 2004/2005 budgets: the General Operating Fund, the Other Gifts and Grants Summary, and a revised update for the Capital Improvement Plan.**

Executive  
Summary:

Mr. VanderRoest indicated the Finance & Budget Committee reviewed the recommended budget revisions with management earlier in the month. He said the committee's questions were all answered. He mentioned the additional \$330,000 unreserved fund balance as well as some revenue loss and \$60,000 transferred to the CIP at a previous board meeting.

**MOTION: THE FINANCE & BUDGET COMMITTEE RECOMMENDED THE APPROVAL OF ALL THREE REVISED BUDGETS AS PRESENTED; C. ADDISON SUPPORTED THE MOTION.**

**Discussion:** The director explained many of the revisions should look familiar since these budgets were the informal basis for documents presented at the recent board retreat, and items that were approved piecemeal are now included in the budgets. The exception is \$7500 for a pilot program to provide laptops for use in Teen Services to take advantage of the new wireless capability at Central.

In response to a question from D. Brown regarding the possibility of interference, Gary Green, Head of Information Technology, said testing has been done and interference should not be a problem.



**MOTION CARRIED 4-0.**

C. Services to Nonprofit Organizations and Small Businesses –

Oral Report from Martha Lohrstorfer, Community Information Specialist/Law Librarian

Presentation: Martha Lohrstorfer provided an overview of services and resources available to help grow nonprofits and small businesses.

Disposition: Trustees were pleased to receive the information.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee – no report.

Personnel Committee – No report.

Bylaws Committee – J. VanderRoest plans to bring revised bylaws for consideration soon.

**VII. OTHER BUSINESS**

A. Directors Report

Director Rohrbaugh provided expanded information on several items from her written Director's Report and answered several questions from trustees regarding PLFIG activities including a movement to revise the district library law and a thrust to raise public awareness of libraries by initiating a statewide campaign using the ALA model for publicizing library cards as "smart cards."

She also mentioned two very successful teen events, the second annual Teen Filmmaker Festival and Teen Literature Seminar, which included participation by authors Laurie Halse Anderson and Terry Trueman. Attendance at both events was excellent; standing room only at the film festival.

L. Godfrey added the March 4 Art Hop which was also a chance to welcome Ann Rohrbaugh as the new KPL director was a nice event.

**XIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. TRUSTEE COMMENTS**

J. VanderRoest noted R. Brown was likely absent because of concern for his wife's health. L. Godfrey agreed he and his family are going through a difficult time.

C. Addison said she has been excited about what she has seen and heard regarding the Reading Together program. L. Godfrey mentioned she has heard very positive comments about the program. A. Rohrbaugh told trustees Joan Hawxhurst, Reading Together Coordinator, would report in April. Terry Lason, Head of Loan and Outreach Services, said the program is going well; the community response is overwhelming.

**X. ADJOURNMENT**

Minutes of the Kalamazoo Public Library Board of Trustees Meeting of March 28, 2005 cont.

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:55 p.m.

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Amy DeShon, Secretary